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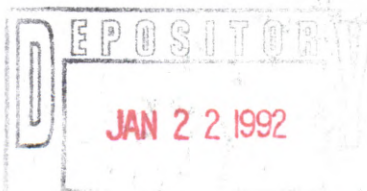
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U.S. Department of Justice  
Federal Bureau of Investigation  
Govt. Publs. Dept.

# FBI Honors Internship Program





# Message From the Director

“The Honors Internship Program is an outstanding Program for students and for the FBI. Interns are offered the opportunity to examine future roles with the Bureau as Special Agent or technical/specialty personnel. At the same time, the FBI benefits from the intern project assignments and the resulting visibility on various campuses. We are looking for bright and enthusiastic students to participate in our Program. If you are one such individual, I invite you to consider an internship with our organization.”



William S. Sessions

# **The FBI. A Proud Past, a Bright Future.**

Founded in 1908 as the Bureau of Investigation, the FBI has evolved into the Federal Government's principal agency responsible for investigating

violations of more than 260 Federal statutes. The overall objective of the FBI is to investigate criminal activity and civil matters in which the Federal Government has an interest, and to provide the Executive Branch with information relating to national security.

FBI activities include investigations into organized crime, white-collar crime, public corruption, financial crime, fraud against the Government, bribery, copyright matters, civil rights violations, bank robbery, extortion, kidnaping, air piracy, terrorism, foreign counterintelligence, interstate criminal activity, fugitive and drug-trafficking matters, and other violations of Federal statutes.



FBI Headquarters in Washington, D.C., is the nerve center for FBI activities throughout the United States and its possessions. Nationwide, there are 56 FBI field offices, each containing an additional number of satellite offices that together conduct the day-to-day operations of the FBI. Today's FBI consists of over 10,000 Special Agents, assisted by over 13,000 non-Agent personnel.

## Internship Program Objectives

The FBI's Honors Internship Program is implemented each summer for a select group of individuals. The purpose of the Program is to expose a number of outstanding undergraduate and graduate students to the FBI to promote their future interest in the Bureau. At the same time, the Program is designed to enhance the FBI's visibility and recruitment efforts at a variety of colleges and universities throughout the United States. Due to the very selective and

highly competitive nature of this Program, a limited number of internships are awarded each summer. Individuals possessing strong academic credentials, outstanding character, a high degree of motivation, and the ability to represent the FBI upon return to their various campuses will be selected.

## Qualifications

In order to be selected for the Honors Internship Program, individuals must be either an undergraduate student having completed three years of college or a graduate-level student returning to his/her respective campus following the internship. Furthermore, all applicants must have a 3.0 academic grade point average on a 4.0 scale, or its equivalent, and must meet other requirements for FBI employment, including U.S. citizenship.

# Application Process

Individuals interested in the Program should contact the Applicant Coordinator or a Recruiter of the nearest FBI field office for applications and additional information. Each applicant must complete and submit the following data to the Applicant Coordinator or Recruiter when applying:

- a** FD-646a application form
- b** current academic transcript
- c** personal resume
- d** recent photograph
- e** written recommendation from appropriate dean or department head
- f** 500-word essay setting out the applicant's motivation to apply for and participate in the Program
- g** Deadline for accepting applications is November 15th of each year.



# Selection Process

Each FBI Headquarters Division and each FBI field office may nominate four candidates for the Program. The respective Divisions and field offices must forward all nominations and appropriate documents to the Personnel Resources Unit, Administrative Services Division, FBI Headquarters, Washington, D.C., by December 1 each year. A selection committee will then determine a group of finalists for formal interview by the appropriate Applicant Coordinator or Recruiter and Special Agent in Charge. These finalists must undergo an extensive background investigation and drug screening test. Applications of all candidates who successfully complete this phase of processing will be reviewed for final approval by the Director of the FBI. Appointments are rendered during March each year.

Selections will be based upon academic achievement, area of study, life/work experiences, and interest in law enforcement. Due to the FBI's specific long-range

personnel needs, individuals with skills and education in the areas of engineering, computer science, foreign languages, political science, law, accounting, and the physical sciences are being sought each year. The FBI is also interested in creating broad and diverse representation in order to reach a variety of schools nationwide.

## Assignments

Once selected, Honors Interns will receive an orientation at FBI Headquarters in Washington, D.C., and will thereafter be assigned to an

FBI Headquarters Division based upon their educational discipline, potential contribution to the Program, and the needs of the FBI. Each intern will be under the overall supervision of the Assistant Director of the Division to which he/she is assigned. Some interns, particularly those selected in the physical science disciplines, may be assigned to the FBI Laboratory's Forensic Science Research and Training Center or other units at the FBI Academy in Quantico, Virginia.

# Miscellaneous

Interns will commence employment on approximately the first Monday in June and will complete employment on approximately the third Friday in August.

All arrangements and expenses of traveling to and from Washington, D.C., must be borne by the interns.

Interns will be paid at the GS 6 grade level on the Government pay scale.

Information and assistance on housing will be provided, however, interns are responsible for securing their own arrangements.

Interns who own vehicles are encouraged to bring them to Washington to facilitate travel related to their particular assignments. (Some interns will be assigned to locations other than FBIHQ.)



# Life In Washington, D.C.

Spending your time in Washington, D.C., will prove to be both exciting and rewarding. Working in our Nation's Capital has much to offer

as a reminder of our proud and dramatic past, as well as an inspiration to participate in our bright and challenging future. Washington, D.C., is a cultural center with unending amenities. In this beautiful and historical city you will find numerous parks, monuments, museums, theaters, universities, historical sights, shopping centers, restaurants, and clubs. And the seashore and mountains are just a few hours away. Washington, D.C., offers something for everyone.



# Comments From Program Participants

This program allows the FBI to reach out to college campuses across America. Honors Interns are encouraged to explore and closely examine the FBI during their assignment. It is hoped the Honors Interns will serve as emissaries for the Bureau upon return to their respective schools by sharing with faculty and fellow students information about the agency and its mission.

“The FBI is dedicated to selecting the best and the brightest of students across the country to participate in this Program. The selection decisions are often difficult, but once made, we are confident our participants will be the future leaders of tomorrow.”

***J.C. Carter, Unit Chief,  
Personnel Resources Unit  
FBI Headquarters***

“All in all, I believe the intern experience is one that no one should miss. It was a great opportunity. Meeting with the Director helped to demonstrate to me that the FBI is a very personable organization from support personnel to the Director. Also, since he seemed concerned with the projects we accomplished and the knowledge we had gained about the FBI, I have gained greater confidence in the belief that myself and my job was of importance to the FBI.”

***Denise Ann Dugas,***  
*Louisiana Tech*  
*University,*  
*HIP 1990*

“Being an intern enabled me to see several key aspects of the FBI system. The assignment itself forced me to realize the significance of the people who are not part of the Agent personnel. Without the support personnel in the respective divisions, the Bureau’s work would not be as successful as it is today.”

***Mary E. Brooks,***  
*University of Arizona,*  
*HIP 1990*

“I just cannot say enough good things about this program—it was the best summer job I have ever had. I really felt like I belonged to the Bureau and someday I hope to come back.”

***Bradley J. Harp,***  
*St. Peter Canisus College,*  
*HIP 1991*

“It was an extremely positive experience working at Quantico. I was able to meet a lot of Agents and new Agents in training, and to hear of their experiences. I was able to see firsthand what training is like and participate in parts of the training. I also enjoyed the people that I worked with. My boss was great. She was encouraging and allowed me to work with a great deal of independence.”

***Jennifer Haver,***  
*University of Alabama,*  
*HIP 1991*

“In the past I have participated in a number of internships and I can state without reservation that my FBI internship has been one of the most amazing experiences I have ever had. I feel the program holds something for everyone. Each student needs to reach out and take advantage of the many opportunities and unique experiences the FBI has to offer.”

***Karyn Kenny,  
New York University,  
HIP 1991***





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For additional  
information, please  
contact the Applicant  
Coordinator at the  
nearest FBI Office.